

## 1st Battalion, 25th Marines Weekly Staff Notes

### Weekly Priorities

- ICCE leveling
- October DWE preparation
- Sitrep/DRRS preparation

### Enduring Priorities (no change)

- Readiness (LOE 1)
- COMRELS (LOE 2)

### S1

#### **I-I STAFF ACCOUNTABILITY:**

##### **O/H: 61 (MO-6/ME-50/NO-0/NE-5)**

|                                        |               |
|----------------------------------------|---------------|
| A CO: MO-1/ME-8/NO-0/NE-1/TTL-10       | 4 Integrated  |
| B CO: MO-0/ME-7/NO-0/NE-1/TTL-08       | 3 Integrated  |
| C CO: MO-1/ME-7/NO-0/NE-1/TTL-09       | 1 Integrated  |
| H&S/WPNS: MO-4/ME-28 /NO-0/NE-2/TTL-34 | 21 Integrated |

#### **MROWS**

##### **O/H: 7 (MO-1/ME-6/NO-0/NE-0)**

A CO: MO-0/ME-0/NO-0/NE-0/TTL- 0  
B CO: MO-1/ME-1/NO-0/NE-0/TTL- 2 (1 MedHold)  
C CO: MO-0/ME-1/NO-0/NE-0/TTL- 1  
H&S/WPNS MO-0/ME-4/NO-/NE-/TTL- 4 (2 MedHold)

#### **UDP 20.1 RBE - OTHER LOCATIONS:**

##### **O/H: 1 (MO-1/ME-0/NO-0/NE-0)**

C CO: (b)(6) MEDHOLD, C CO, BUFFALO, NY UNTIL 20200930

### **SIAS TTL: 3 (MO-1/ME-2) SF**

| <u>NAME</u> | <u>EAS/ECC</u> | <u>TRS</u> | <u>SHPE</u> | <u>COMMENTS</u>            |
|-------------|----------------|------------|-------------|----------------------------|
| (b)(6)      | 20 FEB 2021    | N/A        | N/A         | ON MEDHOLD ORDERS EXTENDED |
|             | 16 OCT 2020    | DONE       | DONE        | ON MEDHOLD ORDERS EXTENDED |
|             | 11 OCT 2020    | DONE       | DONE        | ON MEDHOLD ORDERS          |

### **General Administrative Notes:**

- (4) CLA packages from C Co is at Regiment level pending review/endorsement;  
(3) CLA packages from C Co at Division level pending review/endorsement  
(1) CLA package from C Co awaiting Board  
(4) CLA package from H&S is with Battalion pending review.  
(1) CLA package - Separated. – (b)(6)  
(2) CLA packages from Wpns Co pending action.
- Utilize the new COVID screener for pre-drill confirmation.

### S2

- **Foreign Travel**
  - Review electronic Foreign Clearance Guide
  - Ensure ISOPREP is up to date
  - JKO – SERE 100.2 Level A (good for three years)
  - Marinenet AT Level 1 (good for one year)

## 1st Battalion, 25th Marines Weekly Staff Notes

- AOR specific brief
  - Register in the Smart Traveler Enrollment Program
- Complete Travel Tracker/Individual AT plan
- Complete APACS request
  - Apacs.milcloud.mil/apacs/login.jsp.
- Submit in MARFORRES Protection Division Travel Tracker
- **Notes**
  - Need to pull security clearance roster
  - **Working through DISS tasks (companies, please verify whether you have any RFAs via DISS (receive a task notification in the top L of the page).**
  - **Security Manager's Course 5-9 October. 4x personnel attending. Please ensure all pre-req courses are complete prior.**

S3

### 90 Day Outlook

| Date                  | Event                                                  | Remarks                             |
|-----------------------|--------------------------------------------------------|-------------------------------------|
| <b>29 September</b>   | <b>Fort Devens MCCA discussion</b>                     |                                     |
| 30 September          | DRRS/Sitrep inputs due                                 |                                     |
| <b>30 September</b>   | <b>AR reporting period ends</b>                        |                                     |
| 1 October             | DRRS WG                                                |                                     |
| <b>1 October</b>      | <b>Mobilization of 2x SMCR Marines</b>                 |                                     |
| <b>5-9 October</b>    | <b>25<sup>th</sup> Marines Security Manager Course</b> | <b>4x personnel attending</b>       |
| 6 October             | Monthly sitrep due to Regiment                         |                                     |
| <b>6 October</b>      | <b>Pre-drill conference call</b>                       | <b>1930 EST on SMCR Con line</b>    |
| <b>8 October</b>      | <b>DRRS-MC walkthrough with the CO</b>                 | <b>1500-1700</b>                    |
| 9 October             | DRRS-MC due to Regiment                                |                                     |
| 10-12 October         | Columbus Day                                           | 72                                  |
| 17-18 October         | Oct DWE                                                | Homesite/HTC                        |
| 17/18 October         | RS Boston site visit                                   | Talk Officer opportunities          |
| <b>17 October</b>     | <b>DWE staff stand up</b>                              | <b>0830</b>                         |
| 17 October            | A/B Co CoC                                             |                                     |
| 18 October            | Wpns CoC                                               |                                     |
| <b>18 October</b>     | <b>SMCR FPC</b>                                        | <b>1300</b>                         |
| 26 October            | COMSEC inspection                                      | Fort Devens                         |
| 26-30 October         | UAS Fly Day                                            | Fort Devens (South Post)            |
| <b>30 October</b>     | <b>DRRS-MC/Sitrep inputs due</b>                       |                                     |
| <b>3 November</b>     | <b>Monthly sitrep due to Regiment</b>                  |                                     |
| 7 November            | Nov DWE/cake cutting                                   | HTC's                               |
| 8 November            | DRRS-MC due to Regiment                                |                                     |
| <b>10-12 November</b> | <b>Veteran's Day</b>                                   | <b>72 in the middle of the week</b> |
| <b>26-29 November</b> | <b>Thanksgiving Holiday</b>                            | <b>96</b>                           |
| 4-6 December          | Dec DWE                                                | Various sites/LF                    |
| <b>24-27 December</b> | <b>Christmas 96</b>                                    |                                     |
| <b>31 Dec – 3 Jan</b> | <b>New Year's Holiday</b>                              |                                     |

- Upcoming inspections
  - FSMAO (all sites) – 14-25 September – Virtual
  - ~~PD Inspection (Bn) – 29 September – Virtual~~

## 1st Battalion, 25th Marines Weekly Staff Notes

- COMSEC (Bn) – October 26 – 28
- **Intel link will be the new location for all CIP documents**
  - **Quarterly inspections are dropped in their folders**
  - **FA products/documents/turnover binders separate folders**
- Currently Attending School:
  - (1) 92 Day Reservists currently attending: Waiting to pick up Admin Specialist School.
  - CMC course - Quantico - 12-27 Sept
    - (b)(6) – Wpns Co
- Up-coming schools (PME)
  - 1stSgt Course (30 Nov - 11 Dec 2020)
    - 
    - 
    - (b)(6)
    -
- MFR Courses:
  - -Senior Leaders Work Shop/Equal Opportunity Representative Course all courses will be at MFR NOLA.
    - EORC 1-20 (19-23 Oct 20) (b)(6) **in attendance**
    - SLW 1-20 (26-30 Oct 20)
    - EORC 2-20 (11-15 Jan 21)
    - SLW 2-20 (25-29 Jan 21)
    - EORC 3-20 (12-16 Apr 21)
    - SLW 3-20 (26-30 Apr 21)
    - EORC 4-20 (12-16 Jul 21)
    - SLW 4-20 (26-30 Jul 21)
  - Reserve Advanced Infantry Training
    - 21-13 Mar – Division Pre-Sniper, Quantico, VA
    - 26 Apr – 9 July, Scout Sniper Course, Quantico, VA
    - 13-26 June – Reserve FDCC, SOI-E
    - 11-23 July – Reserve ISLC, SOI-E
- Pending LOI/Confirmation briefs/AARs/SOP
  - December FragO – Draft
  - October's FragO – Draft
  - November's FragO - Draft
  - Training SOP - Draft
  - MCTIMS SOP - Draft
  - Information Management SOP - Draft
  - Schools SOP - Draft
- General notes/Guidance
  - OPSEC: Remaining complete Oct DWE DOD required classes (4 of them), enter into MCTIMS.
  - ~~Aide de Camp nominations due COB Friday~~
  - Potentially request a modified Veteran's day holiday period due to the DWE + Comp day

## 1st Battalion, 25th Marines Weekly Staff Notes

- ~~○ SGLI, admin audits, and ePHAs FORAC during October DWE.~~

### S-4

#### Supply

- Oct MSI will be issued 1 Oct
- ICCE: compiling data for potential redistribution across the Battalion
  - WPNS Co: Preparing 100 +/- sets of issue
  - H&S Co: awaiting feedback
  - Redistribution of PEI among companies
  - Refining IMR card to streamline issuing process
- FSMAO compilation of CAP's
- Extreme Cold Weather (ECW) Gear – \$130K will be provided from Regiment to fill 1/25's ECW.
- **Personnel Shortfall**: MOS 0411, Maintenance Management Chief

#### Logistics

- Oct DWE Billeting – publish current requests on Battalion Intelink on 30 Sep, final requests required NLT COB 7 Oct.
- Processing December DWE TSR's. No concerns at this time.

### S6

- FSMAO prep
- COMSEC inspection prep

#### Medical

- Injury Management Program
- CPO Evals
- October DWE Prep
- RHRP Prep
- MDR Gap Coverage (Driving to Alpha Co on Wed)

#### Career Planner

- Currently working FY21 packages
- Looking for MOTIVATED Cpls for the 100 pt Composite score incentive